



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Special Education

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Effective Practices Section

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July 12, 2005

TO: First Steps Agencies and Providers

FROM: Katherine Numerick
Director, Effective Practices

SUBJECT: Identix Fingerprinting Services

The Missouri Highway Patrol recently selected the vendor, Identix, to collect and submit fingerprints for all "applicants" for jobs/licensure in Missouri. The Highway Patrol will continue to take criminal fingerprints, but all other fingerprinting services will be directed to Identix. Information concerning locations and the telephone/online registration process for the Missouri Applicant Processing Services (MOAPS) is available on the Identix website at: http://identix.com/iis/locations_mo.html.

As of June 30, 2005, MOAPS is offering fingerprint services in the St. Louis and Kansas City areas for all new First Steps providers. By August 1, 2005, MOAPS services will be available at a variety of sites across the state. You may also contact Identix regarding on-site services for large groups of providers at: (866) 522-7067. The cost is \$50.95.

To have fingerprints taken, the applicant must schedule an appointment online or by calling the toll-free telephone number. The caller must provide the following information:

- The **First Steps county/district code number** (this six-digit number will ensure DESE returns the results to the First Steps Central Finance Office). Enter the county/district code 999-209 in the field/box marked, "Originating Case Agency (OCA)" on the fingerprint application form or provide it to the telephone scheduler.

Along with the county/district code number, you will need to indicate that the applicant is a **non-certified employee, i.e. First Steps provider not requiring fingerprinting for teacher certification (U)**. This information must also be entered in the OCA field/box, or given to the telephone scheduler.

- **The ORI number is MO920320Z:** You must know this number to identify your application source as education.
- **Schedule an appointment:** You may telephone toll-free (866) 522-7067 or use the Web application at: <http://www.Identix.com/iis>. Be sure to have your ORI and OCA information ready when you call!
- **If you have a fingerprint card** and wish to have prints “captured” in ink by the local police department, you must make your \$50.95 check, credit card or money order payable to “Identix” and mail it to DESE, Attn: Faith Kuster, Special Education. We will forward it to Identix. (Note: You will need two (2) fingerprint cards). They will scan it into their system. Remember, card and ink fingerprints are not as accurate as those captured electronically! MOAPS cards will be given priority service.
- **If you continue to use card/ink fingerprints and send them to DESE,** you must make the \$38 check/money order payable to “Treasurer, State of Missouri.” The information must be entered on DESE’s “FBI Fingerprint and Substitute Certificate” Website and the process will continue to take 8-12 weeks as it currently does.

We anticipate the turn-around time for the MOAPS System to be one or two weeks from the time the fingerprints are captured until First Steps receives the results. Beginning in August, DESE will have a MOAPS location in the Conduct and Investigation office at the Jefferson Building in Jefferson City on Tuesdays and Thursdays from 8:00 a.m. to 5:00 p.m.

The Highway Patrol is also working with Identix and DESE to plan ways of accelerating the fingerprinting process in the future. In the meantime, the MOAPS system should greatly improve service for First Step providers.

If you have specific questions about the new MOAPS fingerprinting process, please feel free to call Educator Certification at (573) 751-0051 or (573) 522-8316.

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The Division's services are primarily supported by federal funds appropriated in accordance with provisions of the Individuals with Disabilities Education Act